

**The Commonwealth of Massachusetts  
Board of Public Accountancy  
239 Causeway Street, Suite 450  
Boston, MA 02114**

**617-727-1806**

**APPLICATION FOR A LIMITED LIABILITY COMPANY (LLC) LICENSE**

A CPA firm that wishes to engage within the Commonwealth of Massachusetts in the practice of public accounting as a Limited Liability Company (LLC) may register with the Board of Public Accountancy as a Limited Liability Company (LLC); provided, that the members (managers), engaged within the Commonwealth in the practice of public accounting, are certified public accountants registered and currently licensed in the Commonwealth of Massachusetts. For information on non-CPA owners, see Rules and Regulations, 252 CMR, 4.00 (available at [www.mass.gov/reg/boards/pa](http://www.mass.gov/reg/boards/pa).) or informational sheet included with this application package.

Application for registration shall be made upon the affidavit of a CPA member of the LLC who meets the Board's requirements. A license will not be granted until all of the following steps are completed.

**STEP 1.** Certificate by Regulatory Board (Certificate) Lists members of the LLC who practice public accountancy in the Commonwealth of Massachusetts and hold a current CPA license in the Commonwealth. Do not include names of Non-CPA owners on the Certificate. Complete Certificate and forward to the Board of Public Accountancy (address above) with a fee of \$15.00 per member (check or money order payable to the Commonwealth of Massachusetts). The Board will verify the CPA current licensure status by signing, dating, sealing the Certificate and returning it to the sender.

**STEP 2.** Proceed to the Secretary of the Commonwealth of Massachusetts, Corporations Division with the completed Certificate by Regulatory Board and any other forms and fees that they may require to register the LLC with them. For further information contact the Corporations Division at 617-727-2850 or visit their web site at [www.mass.gov/sec](http://www.mass.gov/sec).

**STEP 3.** Within ten business days after registering the LLC with the Secretary of the Commonwealth, submit the following items to the Board of Public Accountancy;

- A) Completed Limited Liability Company Registration Affidavit;**
- B) Registration fee: \$305.00 - check/money order payable to the Comm. of Mass.;**
- C) Certificate of Good Standing issued and sealed by the Secretary of the Commonwealth, Corporations Division;**
- D) Certificate of Insurance or Capital Program as per Board of Accountancy Rules and Regulations, 252 CMR 4.00 [www.mass.gov/reg/boards/pa](http://www.mass.gov/reg/boards/pa) ;**
- E) Photocopy of all members' current licenses;**
- F) Firms with non-CPA owner(s) include a written statement including the individual's name(s), the date of admission as a partner or member and any information regarding a professional or vocational license or the individual's right to practice a profession or vocation. For further requirements, see Non-CPA Ownership of Licensed CPA Firms informational sheet included with this application package.**

For information on acceptable Firm Names, including using the designation "and Associates", or "and Company", please see Board's Rules and Regulations 252 CMR, 3.05(4)(b).

If you have any questions regarding this process, please contact the Board at (617) 727-1806 or visit the Board's web site.



The Commonwealth of Massachusetts  
Division of Professional Licensure  
**Board of Public Accountancy**  
239 Causeway Street, Suite 450  
Boston, MA 02114

**LIMITED LIABILITY COMPANY REGISTRATION AFFIDAVIT**

LLC Name: \_\_\_\_\_

Address: \_\_\_\_\_  
No. City/Town State Zip Code

Phone Number: \_\_\_\_\_ Federal ID # \_\_\_\_\_

List the names of all members, include license numbers, expiration date and license type.

NAME	LICENSE #	EXPIRATION DATE	LICENSE TYPE

If you need more space continue on a separate page.

Date LLC was approved by the Secretary of the Commonwealth. \_\_\_\_\_

I agree that LLC will abide by statute M.G.L. c. 112, § 87A-E½ and the rules 252 CMR and will report to the Board in writing any changes in members or any other company change within thirty (30) days of the change. I attest that all statements made herein are truthful and are made under the pains and penalties of perjury.

\_\_\_\_\_  
CPA Member Signature and Title

\_\_\_\_\_  
Date

**The following items must be included with completed Limited Liability Company Registration Affidavit**

- \_\_\_ Registration fee: \$305.00, - check/money order payable to the Comm. of Massachusetts
- \_\_\_ Certificate of Good Standing issued and sealed by the Secretary of the Commonwealth
- \_\_\_ Certificate of Insurance or Capital Program
- \_\_\_ Photocopy of all members' current licenses
- \_\_\_ Firms with Non-CPA owners include statement

# The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

## CERTIFICATE BY REGULATORY BOARD\*\*

In compliance with General Laws, Chapter 156C/108A:

The MASSACHUSETTS BOARD OF PUBLIC ACCOUNTANCY hereby certifies that in connection with the  
formation/registration of \_\_\_\_\_  
(Exact name of Limited Liability Company)

A Limited Liability Company formed to render \_\_\_\_\_ services,  
(Type of professional service to be rendered)

the below listed members are duly licensed as certified public accountants in the Commonwealth of  
Massachusetts.

**MEMBERS**

**ADDRESS**

\_\_\_\_\_  
**BOARD OF PUBLIC ACCOUNTANCY USE ONLY**

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_ \* Chairman/\*Clerk

\* Delete the inapplicable word.

\*\* Certain regulatory boards require a fee for the issuance of this certificate.

## **NON-CPA OWNERSHIP OF LICENSED CPA FIRMS**

**Per recent amendments to M.G.L. c. 112, § 87B½, CPA firms (business corporations (BC), partnerships, LLPs and LLCs) will be allowed to become licensed and admit non-CPAs as shareholders (and officers and directors), partners or members (managers) provided that the following conditions exist:**

1. That a simple majority of the ownership of the firm in terms of financial interests and voting rights (control) of the firm belong to holders of a CPA certificate and current license.
2. All non-CPAs must be natural persons and actively involved in providing professional services for the licensed entity or its affiliated entities.
3. The managing partner or agent of the firm must be a licensed CPA.
4. Non-CPA owners do not hold themselves out to the public as CPAs or sign reports on financial statements.
5. The firm and its entire ownership, including non-CPA owners must comply with all other requirements of 252 CMR (available at [www.mass.gov/reg/boards/pa](http://www.mass.gov/reg/boards/pa)).

**In order to become licensed as a CPA firm (with two or more CPA owners), the managing partner will complete the registration affidavit of the entity along with information regarding non-CPA owner(s) and their non-CPA licenses, if applicable. In addition, the managing partner must include a written statement with each non-CPA(s) individual's name(s), the date of admission as a shareholder, partner or member and the managing partner must also certify in this letter to the Board that each non-CPA partner:**

1. Has not been convicted of a felony or any other crime, an element of which is dishonesty or fraud, under the laws of any state of the United States or of any other jurisdiction if the acts committed would constitute a crime under the laws of the Commonwealth; and
2. If applicable, (a) has not had any individual professional or vocational license or the right to practice a profession or vocation revoked or suspended for reasons other than nonpayment of dues or fees, or (b) does not have a pending disciplinary investigation, or (c) has not been denied reinstatement by a licensing agency of any state or the United States, or of any other jurisdiction; and
3. Has not been in violation of any rule or regulation regarding character or conduct adopted in 252 CMR; and
4. Has not failed to timely file a report of the conditions set forth above as required by subparagraph 4 of M.G.L. c. 112, §87B½ (available at [www.mass.gov/reg/boards/pa](http://www.mass.gov/reg/boards/pa)).

**At that point, the firm could become licensed utilizing one or all of the licensed CPAs names (two or more CPA owners) and include the designation "and Company" or "and Associates" if they choose. These firms can also utilize Certified Public Accountants or CPAs in the firm name. The Board will not allow CPA firms to use fictitious names or the names of any non-CPA in the firm name.**

**For all CPAs who wish to register the CPA firm with non-CPA owners and only one licensed CPA owner, the Board will only allow a business corporation to use the CPA shareholders' name in the name of the firm. The Board will only allow the CPA's name and the designation "and Company" or "and Associates" if the firm maintains at least one other CPA as a full-time employee. For partnerships, LLCs and LLPs with one CPA owner of majority interest and one or more non-CPA owners of minority interest, these entities must also have at least one full-time CPA as an employee to use designations as above. Each of these entities can only designate themselves as Certified Public Accountant or use CPA in the firm name (example, G. Washington, CPA Inc. or LLC or LLP; G. Washington, Inc, Certified Public Accountant). Otherwise, the CPA owner has to verify that there is at least one CPA employee at registration of the firm (and at all times in the future) in order to use the designation as a firm of CPAs.**